



COMMUNITY USE OF PUBLIC FACILITIES FY11 REQUEST FOR SUBMISSION

FY11 EMERGENCY PLACEMENT REQUEST

Before and After School Child Care in Montgomery County Public Schools

The Office of Community Use of Public Facilities (CUPF) seeks applications from qualified organizations, businesses or individuals to provide licensed before and after school child care services in designated Montgomery County Public Schools. Only applications for before and after school care during the school year will be considered. Successful applicants will receive a one-year lease for the designated school site with a maximum of four annual renewals. Successful applicants will receive written notification of the award no later than June 1, 2011.

Background

Community Use of Public Facilities was created as an agency of Montgomery County Government in 1978 to administer and coordinate the after-hours use of Montgomery County Public Schools by the community. The enabling legislation established an Interagency Coordinating Board (ICB), comprised of key MCPS and County administrators as well as citizen representatives, to formulate policies for the use of schools.

In 1986, the ICB adopted procedures for selection of child care programs for shared space in schools. These procedures provide that openings for a shared space child care program be advertised and applications submitted. A school-parent child care selection committee reviews the applications, interviews applicants and selects a provider to be awarded the site. There are approximately 112 before and after school child care programs in Montgomery County Public Schools. In order to ensure consistency with generally accepted procurement practices and to facilitate greater access to school space for all shared space child care providers regardless of size and tenure, the ICB endorsed a process in FY08 to re-bid before and after school shared space child care placements every five years.

Application Form Replaces Proposal

As a result of feedback over the past few years from the selection committees requesting concise information in a standardized format and elimination of attachments, the proposal format is being replaced with a standardized PDF application form. To further streamline the process, completed application forms will be posted at a secure, password protected website which will only be available to the designated raters who will be provided the username and password after they have signed the non-disclosure statement. Raters will only have access to the school site they have been granted permission.

Please note that the PDF form has limited format capability. Additional instructions are included with the form. **The application is posted at www.montgomerycountymd.gov/cupf.**

Application Submission Requirements

A separate application is required for each site for which you wish to be considered (see attached listing of sites). **As of FY11, an online application must be emailed and a hard copy submitted.**

Please note the following submission requirements:

- Submit **one** electronic copy of the completed PDF application form via email to childcare@montgomerycountymd.gov **and** hand-deliver or mail **one** unbound hard copy of your online application. Date/time stamp on paper copy will be used as delivery compliance confirmation
- Optional: Include with your hard copy application 2 hard copies of your parent handbook.

The online version of the application must be emailed no later 2:00 p.m. on April 15, 2011 to childcare@montgomerycountymd.gov **and** a hard copy of your application must be received no later than 2:00 p.m. on April 15, 2011. Submit hard copies to:

Attention: Eleanor Wallace
Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville, MD 20852

Current providers wishing to be considered for their current location(s) MUST submit an application. Incumbents will not be interviewed if an application is not submitted.

Please note:

- *The County is not responsible for non-delivery by the U.S. Postal Service or email system.*
- The application must be transmitted in PDF format using the online form **and** a hard copy must be mailed or delivered.
- Each electronic application must be transmitted as a separate EMAIL. Include the name of the school and a portion of your name in the document file name, for example “*Montgomery Elementary Supercare.*” Please refer to the online application for additional instructions on how to name your files.
- Answer all questions thoroughly and accurately.
- Falsified information will invalidate your application.
- Applications will become the property of CUPF and will not be returned.
- **Include only requested information.** Camp flyers or other media will not be forwarded to the selection committee.
- **AT THE DISCRETION OF THE SELECTION COMMITTEE, ADDITIONAL MATERIALS MAY BE REQUESTED DURING THE INTERVIEW PHASE.** *Such requests may include confidential information indicating financial responsibility. Documentation may include a financial statement provided by your accountant, last income tax return, line of authorized credit from your bank, or letter of reference.*

Application Rating/Interview Process

1. School-based selection committees will be formed for each school site included in this solicitation. Five to seven individuals representing parents, PTA leadership, the community, and the school, including building services or administration, will be selected by each school principal or their designee to serve on the school selection committee.
2. Each application will be rated based on information included in the application. All selection committee members will sign a non-disclosure statement. Principals will be informed that no more than 20% of the panel (or one person for small committees) may represent customers of the incumbent.

Individual Rater points will be awarded based on for the following criteria:

	<u>Max. Points Awarded</u>
• Qualifications of Applicant	15
• Program Implementation and Services	20
• Program Budget, Fees and Activities	25
• Parent Involvement	10
• Personnel and Staffing Plan	<u>15</u>
Technical Review Total	85
• Interview	<u>100</u>
Total Possible Points	185

3. The top three ranked applicants based on the technical review of applications along with an applicant randomly selected by CUPF (if applicable) will be scheduled for an interview by the school-based selection committee. The current provider of the site will also receive an interview if not among the three highest ranked applicants provided the incumbent submitted an application. If fewer than five applications are received, all applicants will be interviewed.
4. During the interview, the school-based child care selection committee will ask each applicant the same set of pre-determined questions. The child care selection committee will score the responses according to designated criteria. Ad hoc questions may only be asked to clarify information provided in the interview.
5. The provider with the highest combined technical and interview score will be offered the site.

If only one provider is interested in a site, the application will be reviewed to determine if all of the requirements/qualifications are met. If so, CUPF with the principal's approval, may award the sole applicant the site.

Provider Requirements

Leasing/Licensing Requirements

The selected provider will:

1. Submit a facility request form for the upcoming school year along with a deposit of the first month's rent to CUPF by June 1. Subsequent monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
2. Complete and submit licensing paperwork as required by the Maryland State Department of Education Child Care Licensing Office no later than July 15.

Interested licensed child care providers may contact the Maryland State Department of Education Child Care Licensing Office to determine what paperwork is required. You may contact them at 240-314-1400 or visit their website at

http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_mont.htm

Additional information about State requirements is posted at:

http://www.marylandpublicschools.org/msde/divisions/child_care/child_care.htm

3. Comply with Montgomery County insurance requirements (see attached sample) and forward a certificate of insurance to CUPF no later than August 1. Failure to provide this insurance will make selection offer null and void.
4. Guarantee that their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the program.
5. Agree to accept Purchase of Care Vouchers from the Maryland State Department of Health and Human Services Child Care Subsidy Program or other State/Federal subsidies.
6. Maintain a current roster and waitlist to provide to the principal if requested.

You may also be required to meet with the principal or his/her designee on a weekly or monthly basis or be asked to form a parent board to discuss/address concerns which may include problems of supervision of children or issues regarding on-site staff.

7. Pay commercial rates when scheduling classes and activities offered by a for-profit entity (such as karate, gymnastics, art classes, etc.).
8. Comply with ICB use and fee policies.
9. Reimburse schools directly for any use of their office equipment such as fax and copier machines.

ICB Fee Policy

For information on school use fees and policies, please visit www.montgomerycountymd.gov/cupf. The Interagency Coordination Board (ICB) for Community Use of Public Facilities has approved a 5% fee increase effective of 9/1/11. The fee chart is posted at www.montgomerycountymd.gov/cupf (click on Space Rental tab then click on Fees). Providers will be assigned to a fee category based on the following:

- Non-Profit providers will be classified under Fee Category C (certificate of non-profit status will be required for new vendors)
- For-Profit providers will be classified under Fee Category D

Site Specific Requirements

Beall Elementary

Primary Space: All Purpose Room

Auxiliary/Alternate Space: Gym, Media Center, Classrooms (Upon Request)

Hours: 7:00 a.m. – 8:30 a.m. and 3:05 p.m. – 6:30 p.m. Monday through Friday;
12:30 p.m. – 6:30 p.m.; 7:00 a.m. – 6:30 p.m.

Open: Full and half days, student holidays, and during winter and spring breaks

Administrative School Holidays: Martin Luther King Day,

President's Day, Good Friday and Easter Monday, and Election Days

Special Requirements: Drop-in with prior notice; at least one member who is capably in Spanish and in sign language; scholarship for families in need.

Cedar Grove Elementary

Primary Space: All Purpose Room

Auxiliary/Alternate Space: Gym, Media Center, Classrooms (Upon Request)

Hours: 6:30 a.m. – 9:00 a.m. and 3 p.m. – 6:30 p.m. Monday through Friday;
1:00 p.m. – 6:30 p.m.; 6:30 a.m. – 6:30 p.m.

Open: Full and half days, student holidays, and during winter and spring breaks

Closed: All School Administrative Holidays

Special Requirements: None

East Silver Spring Elementary

Primary Space: All Purpose Room

Auxiliary/Alternate Space: Gym, Media Center, Classrooms (Upon Request)

Hours: 7:00 a.m. – 8:45 a.m. and 3:30 p.m. – 6:30 p.m. Monday through Friday;
1:00 p.m. – 6:30 p.m.; 7:00 a.m. – 6:30 p.m.

Open: Full and half days, student holidays, and during winter and spring breaks

Closed: All School Administrative Holidays

Special Requirements: None

Note: Applicants must not visit or directly contact the school or selection committee members. If your organization is the current provider at an advertised site, do not solicit your services outside of this process. If you need additional information about the site, please email eleanor.wallace@montgomerycountymd.gov. On a final note, please be respectful of your colleagues.

Sample Insurance Certificate

ACORD. CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

TENANT'S BROKER

INSURED

TENANT'S NAME AND ADDRESS AS IT
APPEARS ON THE LEASE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY
A

COMPANY
B

COMPANY
C

COMPANY
D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD
INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS
CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,
EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> -OCCUR OWNER'S & CONT PROT	XXXXXX	XX/XX/XX (FOR TERM OF USE)	XX/XX/XX (FOR TERM OF USE)	GENERAL AGGREGATE \$ 300,000 PRODUCTS-COMP/OP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ 300,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

MONTGOMERY COUNTY GOVERNMENT IS LISTED AS ADDITIONAL INSURED.

CERTIFICATE HOLDER

Montgomery County Government
Community Use of Public Facilities
600 Jefferson Plaza, Suite 300
Rockville MD 20852

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE
EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL
45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT,
BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY
OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE